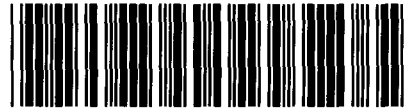


Control Number: 30240



Item Number: 2873

Addendum StartPage: 0



P. O. BOX 2128 • 7110 HWY. 287 EAST  
TELEPHONE 940-886-2217  
FAX 940-886-2025  
VERNON, TEXAS 76385-2128

December 15, 2017

Central Office Filing Clerk  
Public Utility Commission of Texas  
P.O. Box 13326  
1701 N. Congress Avenue  
Austin, TX 78711

Re: Project No. 30240 – Annual Progress Report - Enhance Supplier and  
Workforce Diversity for Santa Rosa Communications, Inc.

Dear Filing Clerk:

Santa Rosa Communications, Inc. is a one hundred percent owned subsidiary of Santa Rosa Telephone Cooperative Inc.; therefore, Santa Rosa Communications has no employees. Santa Rosa Telephone Cooperative, Inc. has filed its annual plan to Enhance Workforce Diversity under PURA 52.256(b).

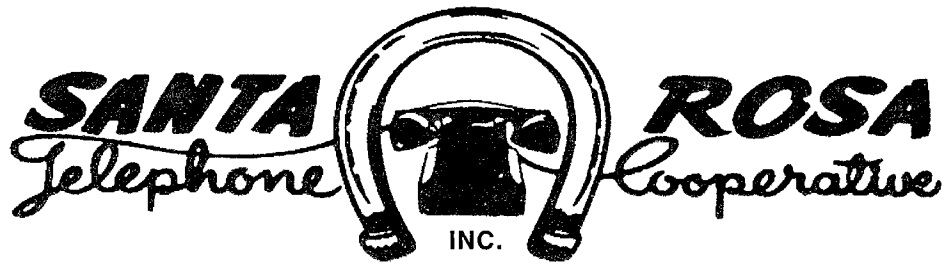
All data provided on both the HUB Report and Workforce Diversity is for both Santa Rosa Telephone Cooperative ILEC/CLEC and Santa Rosa Communications.

Sincerely,

Jason Tole,  
Chief Financial Officer

2873





P. O. BOX 2128 • 7110 HWY. 287 EAST

TELEPHONE 940-886-2217

FAX 940-886-2025

VERNON, TEXAS 76385-2128

December 15, 2017  
PUC Project 30240

### **WORKFORCE AND SUPPLIER DIVERSITY FORM**

**Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:**

Standing true to our mission statement, "It shall be the aim of Santa Rosa Telephone Cooperative, Inc. to provide dependable area-wide telephone service on the Cooperative plan and at the lowest cost consistent with sound economy and good management." Santa Rosa Telephone Cooperative has remained committed to increasing the work opportunities for small and historical underutilized businesses.

Staying compliant to the Public Utility Regulatory Act Section 52.25(b) and Public Utility Commission Project No. 30240, Santa Rosa Telephone Cooperative, Inc.; has hereby completed its yearly plan to enhance workforce and diversity. While utilizing the workforce and small and historical underutilized businesses in our community and out lying communities, Santa Rosa has continued to, remain committed to our plan and communities.

**Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:**

Santa Rosa continues to use resources, such as local, county, state and educational organizations, to recruit new employees. Santa Rosa strives to recruit and train persons, with skills to enhance our cooperative and our community.

Serving rural areas as Santa Rosa Telephone does, utilizing historical/ underutilized businesses (HUBs) are a must for our cooperative. As much as possible Santa Rosa purchases merchandise from within the communities it serves. There are those times although, that rural areas cannot provide telecommunication equipment and products; therefore, Santa Rosa does have to purchase products outside our service area. When having to purchase out side the service area, Santa Rosa Telephone tries to always consider the qualifications of the business, from which it is purchasing.

The following exhibits include information that is currently reported and on file with the appropriate state and federal agency. Exhibit one (1) constitutes the current status of Santa Rosa Telephone Cooperative's workforce diversity. This report is reported to the Federal Communications Commission (FCC) and/or Equal Employment Opportunity Commission (EEOC). Exhibit two (2) outlines the procurement amounts expended with businesses meeting the definitions or certified by the state of historically underutilized businesses (HUBs) and businesses that are non-HUB businesses, but meet the definition of small business as defined in the Texas Government Code. Exhibit three (3) includes figures as reported to the Public Utility Commission of Texas. A copy of the official HUB report is attached for your reference.

With a workforce, diverse in men and women from our community and surrounding communities, Santa Rosa contributes its success to utilizing and supporting small and underutilized businesses within the communities.

**Describe the initiatives, programs, and activities the utility will pursue during the next year to increase the diversity of its workforce and contracting opportunities for small and historically underutilized businesses:**

By identifying local organizations with small business membership; as well as, continued involvement in local, county, state, and educational organizations in our area, and continuing to be an active member within the communities serviced by Santa Rosa Telephone Cooperative, Santa Rosa will continue to enhance employment and purchasing opportunities.

As a group and individually Santa Rosa's directors, management and employees are dedicated to contributing to our communities both by business and personal efforts. A continued goal of Santa Rosa Telephone Cooperative is to always assist the historically and underutilized businesses in our area.

**State the specific progress made under the plan filed by the utility:**

Santa Rosa has seen progress by being able to hire and train local individuals and assisting in the increase of the rural economy both locally and within the surrounding area. Santa Rosa has as well been able to bring persons from larger cities to the rural area and back home to work, this also contributing to the growth of rural America.

## COMMON CARRIER ANNUAL EMPLOYMENT REPORT

(Please read instructions before completing and for Notice regarding public burden.)

## SECTION I - General Information

## 1. Name and Mailing Address of Respondent

Santa Rosa Communications  
Po Box 2128  
Vernon, TX. 76385☐ Check here if this  
is a change of  
address.

## 2. Year Report Filed

2017

3. Reporting Period (Ending Date of Pay  
Period Covered by Report)

December 2017

## 4. Number of Full-Time Employees during Selected

Reporting Period (check one):

- a.
- ☒
- Fewer than 16 (complete Sections I, IV, and V only)
- 
- b.
- ☐
- 16 or more (complete all sections)

## SECTION II - Full-Time Employees.

| Job<br>Categories                                | Number of Employees<br>(Report employees in only one category) |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      |                           |
|--|--|--------|------------------------|---------------------------------|---|-------|---|----------------------|--------|---------------------------------|---|-------|---|----------------------|---------------------------|
|  | Race/Ethnicity   |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      |                           |
|  | Hispanic or<br>Latino  |        | Not-Hispanic or Latino |                                 |   |       |   |                      |        |                                 |   |       |   |                      | Total<br>Columns<br>A - N |
|  |  |        | Male                   |                                 |   |       |   |                      | Female |                                 |   |       |   |                      |                           |
|  | Male   | Female | White                  | Black or<br>African<br>American | Native<br>Hawaiian or<br>Other<br>Pacific<br>Islander | Asian | American<br>Indian or<br>Alaska<br>Native | Two or more<br>races | White  | Black or<br>African<br>American | Native<br>Hawaiian or<br>Other<br>Pacific<br>Islander | Asian | American<br>Indian or<br>Alaska<br>Native | Two or more<br>races |                           |
|  | A  | B      | C                      | D                               | E   | F     | G   | H                    | I      | J                               | K   | L     | M   | N                    |                           |
| Executive/Senior Level<br>Officials and Managers | 1  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| First/Mid-Level Officials and<br>Managers        | 2  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| Professionals                                    | 3  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| Technicians                                      | 4  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| Sales Workers                                    | 5  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| Administrative Support<br>Workers                | 6  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| Craft Workers                                    | 7  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| Operatives                                       | 8  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| Laborers and Helpers                             | 9  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| Service Workers                                  | 10   |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | 0                         |
| TOTAL  | 11   | 0      | 0                      | 0                               | 0   | 0     | 0   | 0                    | 0      | 0                               | 0   | 0     | 0   | 0                    | 0                         |
| PREVIOUS YEAR TOTAL                              | 12   | 0      | 0                      | 0                               | 0   | 0     | 0   | 0                    | 0      | 0                               | 0   | 0     | 0   | 0                    | 0                         |

**SECTION III - Part-Time Employees.**

SECTION III - Part-time employees:

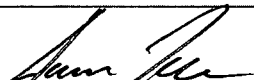
| Job Categories                                | Number of Employees<br>(Report employees in only one category) |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   |                     |
|---|--|--------|------------------------|---------------------------|---|-------|----------------------------------|-------------------|--------|---------------------------|---|-------|----------------------------------|-------------------|---------------------|
|   | Race/Ethnicity   |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   |                     |
|   | Hispanic or Latino   |        | Not-Hispanic or Latino |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | Total Columns A - N |
|   |  |        | Male                   |                           |   |       |                                  |                   | Female |                           |   |       |                                  |                   |                     |
|   | Male   | Female | White                  | Black or African American | Native Hawaiian or Other Pacific Islander | Asian | American Indian or Alaska Native | Two or more races | White  | Black or African American | Native Hawaiian or Other Pacific Islander | Asian | American Indian or Alaska Native | Two or more races |                     |
|   | A  | B      | C                      | D                         | E   | F     | G                                | H                 | I      | J                         | K   | L     | M                                | N                 |                     |
| Executive/Senior Level Officials and Managers | 1 1  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   |                     |
| First/Mid-Level Officials and Managers        | 1.2  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Professionals                                 | 2  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Technicians                                   | 3  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Sales Workers                                 | 4  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Administrative Support Workers                | 5  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Craft Workers                                 | 6  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Operatives                                    | 7  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Laborers and Helpers                          | 8  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Service Workers                               | 9  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| TOTAL   | 10   | 0      | 0                      | 0                         | 0   | 0     | 0                                | 0                 | 0      | 0                         | 0   | 0     | 0                                | 0                 | 0                   |
| PREVIOUS YEAR TOTAL                           | 11   | 0      | 0                      | 0                         | 0   | 0     | 0                                | 0                 | 0      | 0                         | 0   | 0     | 0                                | 0                 | 0                   |

**SECTION IV - Report of Discrimination Complaints Pursuant to 47 CFR 22.321, 90.168, 101.4, and 101.311.**

- ☒ This is to advise the Commission that no complaints regarding violations of the equal employment provisions of Federal, state, territorial, or local statutes have been filed against this company before any body having competent jurisdiction in such matters during the calendar year covered by this report.
- ☐ This is to advise the Commission that the following complaints alleging violations of the provisions of any equal employment opportunity statute have been filed against this company. (Attach a list indicating parties involved, date filed, courts or agencies before which the matter has been heard, file number or other designation, and current status or disposition.)

**SECTION V - Certification**

I certify that to the best of my knowledge, information, and belief, all statements in this report are true and correct.

|   |   |   |                                 |
|---|---|---|---------------------------------|
| Date<br>12/14/2017                        | Typed or Printed Name of Person Signing<br>Jason Tole | Signature<br>  | Telephone No.<br>(940) 886-2217 |
| Title of Person Signing<br>Asst. Mgr./CFO |   | WILLFULLY FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (18 U.S.C. 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (47 U.S.C. 312 (A)(1) AND/OR FORFEITURE (47 U.S.C. 503). |                                 |

## COMMON CARRIER ANNUAL EMPLOYMENT REPORT

[Please read instructions before completing and for Notice regarding public burden.]

## SECTION I - General Information

## 1. Name and Mailing Address of Respondent

Santa Rosa Telephone Coop., Inc.  
Po Box 2128  
Vernon, TX. 76385☐ Check here if this  
is a change of  
address.

## 2. Year Report Filed

2017

3. Reporting Period (Ending Date of Pay  
Period Covered by Report)

December 2017

## 4. Number of Full-Time Employees during Selected

Reporting Period (check one):

- a.
- ☐
- Fewer than 16 (complete Sections I, IV, and V only)
- 
- b.
- ☒
- 16 or more (complete all sections)

## SECTION II - Full-Time Employees.

| Job<br>Categories                                |     | Number of Employees<br>(Report employees in only one category) |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      | Total<br>Columns<br>A - N |
|--|-----|--|--------|------------------------|---------------------------------|---|-------|---|----------------------|--------|---------------------------------|---|-------|---|----------------------|---------------------------|
|  |     | Race/Ethnicity   |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   |                      |                           |
|  |     | Hispanic or<br>Latino  |        | Not-Hispanic or Latino |                                 |   |       |   |                      |        |                                 |   |       |   |                      |                           |
|  |     |  |        | Male                   |                                 |   |       |   |                      | Female |                                 |   |       |   |                      |                           |
|  |     | Male   | Female | White                  | Black or<br>African<br>American | Native<br>Hawaiian or<br>Other<br>Pacific<br>Islander | Asian | American<br>Indian or<br>Alaska<br>Native | Two or more<br>races | White  | Black or<br>African<br>American | Native<br>Hawaiian or<br>Other<br>Pacific<br>Islander | Asian | American<br>Indian or<br>Alaska<br>Native | Two or more<br>races |                           |
| A  | B   | C  | D      | E                      | F                               | G   | H     | I   | J                    | K      | L                               | M   | N     | O   |                      |                           |
| Executive/Senior Level<br>Officials and Managers | 1.1 | 1  |        | 6                      |                                 |   |       |   | 4                    |        |                                 |   |       |   | 11                   |                           |
| First/Mid-Level Officials and<br>Managers        | 1.2 |  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   | 0                    |                           |
| Professionals                                    | 2   |  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   | 0                    |                           |
| Technicians                                      | 3   |  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   | 0                    |                           |
| Sales Workers                                    | 4   |  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   | 0                    |                           |
| Administrative Support<br>Workers                | 5   | 1  | 5      | 3                      |                                 |   |       |   | 13                   |        |                                 |   |       |   | 22                   |                           |
| Craft Workers                                    | 6   | 4  |        | 16                     |                                 |   |       |   |                      |        |                                 |   |       |   | 20                   |                           |
| Operatives                                       | 7   |  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   | 0                    |                           |
| Laborers and Helpers                             | 8   |  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   | 0                    |                           |
| Service Workers                                  | 9   |  |        |                        |                                 |   |       |   |                      |        |                                 |   |       |   | 0                    |                           |
| TOTAL  | 10  | 6  | 5      | 25                     | 0                               | 0   | 0     | 0   | 0                    | 17     | 0                               | 0   | 0     | 0   | 53                   |                           |
| PREVIOUS YEAR TOTAL                              | 11  | 7  | 4      | 26                     | 0                               | 0   | 0     | 0   | 0                    | 17     | 0                               | 0   | 0     | 0   | 54                   |                           |



**SECTION III - Part-Time Employees.**

Section III - Part-Time Employees


| Job Categories                                | Number of Employees<br>(Report employees in only one category) |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   |                     |
|---|--|--------|------------------------|---------------------------|---|-------|----------------------------------|-------------------|--------|---------------------------|---|-------|----------------------------------|-------------------|---------------------|
|   | Race/Ethnicity   |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   |                     |
|   | Hispanic or Latino   |        | Not-Hispanic or Latino |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | Total Columns A - N |
|   |  |        | Male                   |                           |   |       |                                  |                   | Female |                           |   |       |                                  |                   |                     |
|   | Male   | Female | White                  | Black or African American | Native Hawaiian or Other Pacific Islander | Asian | American Indian or Alaska Native | Two or more races | White  | Black or African American | Native Hawaiian or Other Pacific Islander | Asian | American Indian or Alaska Native | Two or more races |                     |
|   | A  | B      | C                      | D                         | E   | F     | G                                | H                 | I      | J                         | K   | L     | M                                | N                 |                     |
| Executive/Senior Level Officials and Managers | 1.1  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   |                     |
| First/Mid-Level Officials and Managers        | 1.2  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Professionals                                 | 2  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Technicians                                   | 3  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Sales Workers                                 | 4  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Administrative Support Workers                | 5  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Craft Workers                                 | 6  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Operatives                                    | 7  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Laborers and Helpers                          | 8  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| Service Workers                               | 9  |        |                        |                           |   |       |                                  |                   |        |                           |   |       |                                  |                   | 0                   |
| TOTAL   | 10   | 0      | 0                      | 0                         | 0   | 0     | 0                                | 0                 | 0      | 0                         | 0   | 0     | 0                                | 0                 | 0                   |
| PREVIOUS YEAR TOTAL                           | 11   | 0      | 0                      | 0                         | 0   | 0     | 0                                | 0                 | 0      | 0                         | 0   | 0     | 0                                | 0                 | 0                   |

**SECTION IV - Report of Discrimination Complaints Pursuant to 47 CFR 22.321, 90.168, 101.4, and 101.311.**

- ☒ This is to advise the Commission that no complaints regarding violations of the equal employment provisions of Federal, state, territorial, or local statutes have been filed against this company before any body having competent jurisdiction in such matters during the calendar year covered by this report.
- ☐ This is to advise the Commission that the following complaints alleging violations of the provisions of any equal employment opportunity statute have been filed against this company. (Attach a list indicating parties involved, date filed, courts or agencies before which the matter has been heard, file number or other designation, and current status or disposition.)

**SECTION V - Certification**

I certify that to the best of my knowledge, information, and belief, all statements in this report are true and correct.

|   |   |   |                                 |
|---|---|---|---------------------------------|
| Date<br>12/14/2017                        | Typed or Printed Name of Person Signing<br>Jason Tole | Signature<br>   | Telephone No.<br>(940) 886-2217 |
| Title of Person Signing<br>Asst. Mgr./CFO |   | WILLFULLY FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (18 U.S.C. 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (47 U.S.C. 312 (A)(1) AND/OR FORFEITURE (47 U.S.C. 503). |                                 |

**WORKFORCE AND SUPPLIER DIVERSITY FORM**  
**WORKFORCE DIVERSITY**  
**Santa Rosa Communications**

| Occupational Categories   | NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR |                |        |           |        |                     |        |          |        |       |        |                 |        |
|---------------------------|--|----------------|--------|-----------|--------|---------------------|--------|----------|--------|-------|--------|-----------------|--------|
|                           | Combined<br>Total                                      | Company Totals |        | Caucasian |        | African<br>American |        | Hispanic |        | Asian |        | American Indian |        |
|                           |  | Male           | Female | Male      | Female | Male                | Female | Male     | Female | Male  | Female | Male            | Female |
|                           |  |                |        |           |        |                     |        |          |        |       |        |                 |        |
| Officials and Managers    | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| Professionals             | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| Technicians               | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| Sales Workers             | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| Office and Clerical       | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| Craft Workers (Skilled)   | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| Operatives (Semi-skilled) | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| Laborers (Unskilled)      | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| Service Workers           | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| Previous Year Totals      | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |
| This Year Totals          | 0  | 0              | 0      | 0         | 0      | 0                   | 0      | 0        | 0      | 0     | 0      | 0               | 0      |

**NOTE:** Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals row as these will update automatically. Cells left blank will be counted as zero. Click anywhere outside of chart to exit.

**WORKFORCE AND SUPPLIER DIVERSITY FORM**  
**WORKFORCE DIVERSITY**  
**Santa Rosa Telephone Cooperative, Inc.**

| Occupational Categories     | NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR |                |        |           |        |                  |        |          |        |       |        |                 |        |
|-----------------------------|--|----------------|--------|-----------|--------|------------------|--------|----------|--------|-------|--------|-----------------|--------|
|                             | Combined Total   | Company Totals |        | Caucasian |        | African American |        | Hispanic |        | Asian |        | American Indian |        |
|                             |  | Male           | Female | Male      | Female | Male             | Female | Male     | Female | Male  | Female | Male            | Female |
| Officials and Managers      | 11   | 7              | 4      | 6         | 4      |                  |        | 1        |        |       |        |                 |        |
| Professionals               | 0  | 0              | 0      |           |        |                  |        |          |        |       |        |                 |        |
| Technicians                 | 0  | 0              | 0      |           |        |                  |        |          |        |       |        |                 |        |
| Sales Workers               | 0  | 0              | 0      |           |        |                  |        |          |        |       |        |                 |        |
| Office and Clerical         | 22   | 4              | 18     | 3         | 13     |                  |        | 1        | 5      |       |        |                 |        |
| Craft Workers (Skilled)     | 20   | 20             | 0      | 16        |        |                  |        | 4        |        |       |        |                 |        |
| Operatives (Semi-skilled)   | 0  | 0              | 0      |           |        |                  |        |          |        |       |        |                 |        |
| Laborers (Unskilled)        | 0  | 0              | 0      |           |        |                  |        |          |        |       |        |                 |        |
| Service Workers             | 0  | 0              | 0      |           |        |                  |        |          |        |       |        |                 |        |
| <b>Previous Year Totals</b> | 54   | 33             | 21     | 26        | 17     | 0                | 0      | 7        | 4      | 0     | 0      | 0               | 0      |
| <b>This Year Totals</b>     | 53   | 31             | 22     | 25        | 17     | 0                | 0      | 6        | 5      | 0     | 0      | 0               | 0      |

**NOTE:** Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals row as these will update automatically. Cells left blank will be counted as zero. Click anywhere outside of chart to exit.